

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
BUSINESS MEETING MINUTES**

Thursday, December 8, 2011, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

Call to order and determination of a quorum: The Albion Little River Fire Protection District meeting was called to order at 7:36 pm by President Alan Taeger at conclusion of a brief meeting of the Albion Little River Volunteer Fire Department, Inc. Board members Alan Taeger, Rich Riley, Ken Matheson, and Ed Petrykowski were present. Board member Terry Kemp was absent. Acting Chief Ted Williams, Brad Montgomery, Mark Anderson, David Ayster, Marshall Brown, Andrew Crowningshield, Erica Geer, Chris Johnson, Scott Roat, Harolde Searles, Jaime Placido & Jessie Martin attended from the Fire Department. Also present were Andrea Pennabaker, Citlali Calvillo & Sam Levine.

Public communication to the board: None.

Previous meeting minutes: The minutes of the November 29, 2011 regular business meeting were approved as amended by unanimous vote of the board on a motion by Rich.

Fire chief's report: Acting Chief Williams presented a written report of fire department activities which is here attached..

Communications to the board: See attached sheet with emails from 12/1, 12/5, and 12/7/11.

Financial report: Current financial statements from district were presented.

Items for consideration and possible action:

Election of Officers: The board, by unanimous vote of board members present, elected district officers for 2012 per California Health and Safety Code Section 13853. President Alan Taeger, Vice President Rich Riley, Secretary Terry Kemp.

Bylaws Revision: Possible additional bylaws revision was reviewed and discussed. No action taken.

Fire Department Operations Manual: Operations manual adopted on an emergency basis at the November 29, 2011 business meeting was reviewed and confirmed adopted without change by unanimous vote of board members present on a motion by Ed.

Fire Department Personnel: The board reviewed volunteer firefighter employment applications from Sam Levine and Citlali Calvillo. These candidates were recommended for acceptance as probationary volunteer firefighters by Acting Chief Williams. Chief Williams also recommended that the board confer regular volunteer firefighter status on the following probationary firefighters based on their experience and/or previous fire department membership: Andrew Crowningshield, Brad Montgomery, Christopher Johnson, David Ayster, Erica Geer, Harolde Searles, Jason Hendricks, John Crowningshield, Jonathon Peakall, Joshua Smith, Mark Anderson, Marshall Brown, Scott Roat, Steven Acker, and Ted Williams. Both recommendations were adopted by unanimous vote of the board members present on a motion by Ken. Alan passed out I-9's and W-4's to all firefighters to be filled out and returned at this meeting. Fire Department members' stipends for service in 2011 were discussed. The check amounts have not been calculated as of this meeting. Firefighter eligibility and amounts of individual stipends are to be reviewed by Chief Williams and checks to be delivered to recipients before the end of the year..

FY 2011-2012 Budget Review and Revision: The board reviewed the current FY budget and after some discussion it was decided to review budget needs further and reconsider changes at the next meeting.

Committee reports:

New fire station committee. No report.

Vehicle committee: Refer to Chief's Report - Maintenance

Directors' discussion: There was a lengthy discussion because of the new joint meeting with fire department with minor speed bumps to be worked out in future meetings.

Next meeting schedule: Thursday, January 12, 2012, 7:00 pm.

Adjournment: Meeting was adjourned at 9:40 pm.

Attachments

Fire Chief's Report, 8 December, 2011, by Ted Williams

Note: Only one week has passed since the previous Chiefs report.

Discovered error: Brad Montgomery's application was missing from the stack. Submitted Brad's completed application to the board.

Requested a written quote for repainting station 811 from Wes Walsh (previous painter).

Training:

November 30: Hands on patient vitals (acquisition, ranges, ABCs) and backboard packaging. 2.5 hours. Jesse Martin, Jaime Placido, Marshall Brown, Erica Geer, Harolde Searles, Ted Williams.

December 1: Vehicle extrication. 3.25 hours. Brad Montgomery, Jesse Martin, Jaime Placido, Marshall Brown, Andrew Crowningshield, Chris Johnson, Erica Geer, Scott Roat, Josh Smith, Jason Hendricks, Ted Williams.

December 4: Four firefighters joined Mendocino Fire for their water training.

Received completed application from Citlali Calvillo.

Received interest from John Oakley, a previous member (EMT; Class A). Sent him an application.

Notified GSRMA of additional vehicle VIN and description.

Received the USFS engine. 500 gallons, foam, seats 5.

Ordered and received two copies of Essentials of Fire Fighting and Fire Department Operations (5th Edition) to distribute to new firefighters.

Jesse completed CPR course.

Received a letter from Oliver Seeler (board members Alan Taeger and Ed Petrykowski were cc'd).

Ordered 5 helmets with integrated ESS structural goggles and one ESS structural goggle kit

Prepared firefighter incident, training/meeting attendance statistics.

Reported vandalism at station 811 (graffiti on the back wall) to MCSO.

Confirmed our participation in 1a I firefighter endorsement driving class with Aaron Hutchens from Comptche Fire.

Discussed our recent progress with Ed O'Brien from Mendocino Fire.

Requested a quote for plumbing repair at station 810 from Mendocino Coast Waterworks.

Incident Report:

In the intervening period between the Albion-Little River Fire Protection District regular meetings held Tuesday, November 27th and today, December 8th, we were dispatched and responded to five incidents consisting of:

3 medical aids

1 traffic collision (non-injury)

1 hazardous condition (tree down, lanes closed)

Fund Raising, Gifts, Service Fees:

At this juncture, financial gain from the ALRVFD, Inc. 2011 department BBQ has not been calculated. Steve Acker is analyzing the details and working on a report.

Fire Department Operational Needs:

Supplies for the new engine.

Additional map books (for the new members). Steve Acker is working on an order.

Flashlights and 123 flashlight batteries.

Vehicle Maintenance Report

8130

Coordinating a trip to FB Diesel for the fuel leaks.

The mobile radio failed on a call. We'll ask Gary to inspect and remedy.

8191

Placed in service.

Contacted FB diesel to schedule a DOT inspection.

8162

Traced reverse lights failure to a damaged wire in close proximity to the dash.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING DECEMBER 8, 2011
COMMUNICATIONS TO THE BOARD**

- 12/1/11 Alan received an email from Feuer Frei titled "First Amendment Violations by the ALRFPD Board of Directors".
- 12/5/11 Alan placed phone call to County Counsel Jeanine Nadel to discuss the question of whether we can place a statement in the bylaws regarding postponement or rescheduling of regular monthly business meetings. We also discussed the responses to the letter of censure and the email listed above.
- 12/7/11 Alan and Ed received an email from Oliver Seeler addressed to "ALRFPD Board of Directors and Whomever Else it May Concern" cc'd to Ted and Jeff Wall titled "Incident Report: Safety" regarding operations at call prior to his resignation.
- 12/8/11 Received hard copy of GSA Transfer Order (form SF-122) from Acting Chief Williams at the meeting acknowledging transfer of USFS Engine FS-6112 to ALRFPD.
- 12/8/11 Received certified copy of "Certificate of Approval of Transfer of Assets" from Albion Little River Fire Department, Inc. transferring ownership of the albionfire.com domain name, radios, furniture and supplies, and certain other property to the district.

Minutes approved as amended by unanimous vote of the board of directors at the January 12, 2012 regular business meeting.